

November 2024

Dear families

**Lockdown drill**

At Dixons City we are committed to the safeguarding and the safety of your child.

It's important that we put procedures in place and plan even for those events that are very unlikely to occur. As part of this, we will be practising a lockdown on **Thursday 28 November**.

A lockdown drill is a standard health and safety procedure, similar to a fire drill. It is essential we carry out this drill, so that in the case of a real emergency situation, staff are fully rehearsed in their responsibilities and duties, and in order to identify any potential areas for improvement.

Our lockdown procedure would be used when there is a threat to the safety of our students, staff and others in the academy, and when it's safer for everyone to remain in the academy rather than evacuate. The aim is to keep people safe by confining them to a secure place of safety.

A lockdown alert will sound to signal a lockdown. Staff will then lock and secure entrance points. Students and staff will go to the nearest classroom or workspace, if they are not already in it. Staff will lock or block doors, close any windows and blinds and then encourage students to stay out of sight and to remain silent. The drill will be timed to ensure it causes the least possible disruption to students' learning, whilst providing a test of the lockdown procedures. Teachers will reassure students throughout the procedure. An all clear alert will sound to indicate the end of the lockdown.

Prior to practising this procedure with students, staff will take time to talk to them about the lockdown procedures and explain why they are important. They will reassure students after the drill that they are safe and will emphasise that practising procedures like this will make sure that the academy remains a safe place to learn.

I must emphasise again that this is simply a drill, so that in the very unlikely event of such a situation in the future, our students and staff are fully prepared and can stay safe.

If you or your child have any concerns or questions, please do not hesitate to contact the academy.

Yours sincerely



**Raouf Mohammed**  
Principal

